

**OPERATIONS  
OFFICE OF QUALITY ASSURANCE & RISK MANAGEMENT  
OUTCOMES AND ACCOUNTABILITY**

**DUTY STATEMENT**

**JOB TITLE:** Research Data Analyst II

**POSITION #:** 472-540-5731-001

**POSITION DESCRIPTION:** The position functions as a research analyst, performing analytical and administrative assignments related to the Department's quality assurance and risk management initiatives and projects serving individuals with developmental disabilities.

**SUPERVISION EXERCISED:** None.

**SUPERVISION RECEIVED:** Reports to the Staff Services Manager II in Statewide Quality Assurance and Risk Management

**EXAMPLES OF DUTIES:**

Essential Job Functions:

- 45% Conducts varied and complex qualitative and quantitative technical research and statistical work related to quality management data and conducts presentations to a variety of audiences.
- 25% Performs analytical and administrative assignments related to the Quality Assessment Project, the Risk Management and Mitigation Project, and quality assurance for individuals in the community. Maintains data, produces briefs, charts, tables and other statistical analyses. Prepares documents on research subjects and process, and makes recommendations on current and potential quality improvement initiatives. Responds to technical inquiries regarding the work produced.
- 15% Assists other units on quality assurance and risk management matters through assistance with surveillance, special projects, and consultation on research techniques,
- 5% Develops and maintains data based systems to monitor and track project outcomes, deliverables, and timelines.
- 5% Develops and provides technical assistance and training to Department staff, regional centers, other agencies, service providers, and other stakeholders through conferences (in-person or remote), site visits, coordinating and/or giving presentations.
- 5% Responds to requests for information or assistance concerning quality management projects.

**JOB TITLE:** Research Data Analyst II

**POSITION #:** 472-540-5731-001

Marginal Job Functions: None

**JOB TITLE:** Research Data Analyst II **POSITION #:** 472-540-5731-001

**WORKING CONDITIONS:** Work is performed in an open-partitioned office area. Manage tight timelines and multiple priorities. Sitting for extended periods of time while using a personal computer or reviewing documents and working papers.

**DESIRABLE QUALIFICATIONS:**

- Demonstrated ability to apply a scientific approach to create knowledge and understanding.
- Advanced Microsoft Office Excel knowledge and skills, including VBA, familiarity with Microsoft Access, SAS, Power BI, and other statistical software programs.
- Advanced critical thinking skills, including the ability to reason logically and creatively and interrogate data to identify weaknesses.
- Communicate clearly and effectively on technical matters.
- Maintain cooperative working relationships with Department staff, stakeholders, and control agencies'
- Take effective action to achieve work goals; establish and maintain project priorities, while exhibiting flexibility in a fast-paced environment with assignments that change frequently.

**CERTIFICATION OR LICENSE:** None.